



**City Hall Safety Committee
Minutes
July 9, 2009**

Meeting called to order at 1:20 PM

Present: Todd Drew, Sue Nett, Sylvia Bull, Kate Clausing, Tom Stoffel, .

Absent: Adam Alix, Kristi Heim, Tasha Saecker

A. Motion to approve minutes made by S. Bull and seconded by S. Nett. .

B. Old Business

1. **EOEP – Update/ Review** – postponed until August 6, 2009 Meeting.
2. **Memorial Building Update** – postponed until August 6, 2009 Meeting.
3. **Employee Safety Manual Revisions** – postponed pending grammar and spelling changes.
4. **Senior Center Safety Issues** – postponed until August 6, 2009.

C. New Business

1. **Monthly Safety Topic** – “Have fun in the sun! But be careful to not get overdone” Topic distributed and discussed.
2. **Injury Review** – No injuries reported.
3. **New Safety Issues, Concerns** –
 - K. Clausing cited concerns regarding City Hall main entry doors being unlocked prior to 8:00AM. Issues of people in the building waiting on floors prior to 8:00AM.
 - S. Bull – cited concerns regarding a trip hazard on the path near the bench, citing possible replacement with small stone. S. Nett to discuss issues with A. Alix
 - S. Bull also had safety concerns regarding pavers by the front door near the kitchen. S. Nett to discuss issues with A. Alix.

D. Training

- 1. Harassment Training November 18, 2009 (all staff) 8:30am, 10:15am, 1:15pm.** Sign up should be done by department.
- 2. Additional Items** – Discussion was had regarding follow-up building walk thru – City Hall (August), Senior Center (October), Memorial Building (September). City Hall walk through to be conducted during the August 6, 2009 safety meeting.

E. Meeting adjourned at 2:10 PM – Motion by K. Clausing second T. Stoffel.

****Next meeting August 6, 2009 @ 1:15 PM in the 3rd Floor Conference Room – City Hall.**